



Doc Title	Job Description for Lean Project Executive	
Doc No.	Revision No.	Revised Date
PD/JD/05	00	02 Sep 2023

Job description for Lean Project Executive

Department: Operations

Reporting to: Director / Principal Consultant

Roles

The Lean Project Executive is accountable for implementing Lean Manufacturing practices and executing actions at the client site that the Principal Consultants identify.

He is expected to perform the following duties.

1. Lean Project Implementation includes the following.
 - Conduct Value Stream Mapping & Study
 - Capture high-level process flows, collect data according to the company's Diagnostic Study Template (CO/TEMP/01),
 - Analyse current processes to identify inefficiencies and areas for improvement.
 - Develop and implement Lean strategies and methodologies.
 - Provide training and mentorship to client teams and
 - Measure and track progress to ensure continuous improvement.
2. Preparing diagnostic study reports and presentations.
3. Scheduling monthly plans to visit clients and Execute deliverables as planned at the client site.
4. Preparing monthly project plans for self and team based on pre-approval from clients.
 - Ensuring the Visit Agenda is sent to the client **at least two days before the visit** (as per CO/TEMP/02).
5. Submit visit reports with a summary of accomplishments and a plan of further actions daily.
 - After the closing meeting, the Visit Report and Updated Action Plan **shall be sent to the client on the same day.**
6. Participating in Daily Review Calls with the Principal Consultant at the end of the day to update progress on assigned projects on all working days.



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7. Follow up with clients’ staff for completion of action points.
8. Clarification of doubts and guiding clients’ staff over the phone or online.
9. Preparing status updates of projects for review by the Senior Consultant with the client.
 - Ensuring that the projects are reviewed online **at least once a fortnight** in the presence of the client’s Top Management and Principal Consultant.
10. Providing On the Job Training to CSense Project Executives.
11. Ensure continuous learning and feedback by promptly completing the Consultants’ Weekly Self Appraisal every week (before the end of the week) and make sure the reporting Project Executives follow the same.
12. And other roles as assigned by CSense Management.

Note:

1. All travel, stay and incidental expenses will be reimbursed at actuals every 15 days.
2. Working days: Monday – Saturday. The third Saturday of the month will be a holiday.
3. The executive is expected to visit the office in Chennai as instructed / as required.
4. Currently, ESI & PF do not apply to the organisation. Hence, there is no deduction.